
Kansas Department of Health and Environment

Health Occupations Credentialing

Information Update

900 S.W. Jackson, Ste. 1051-S, Topeka KS 66612

October 1998

**PLEASE FORWARD THE FOLLOWING TO ALL
APPROPRIATE PERSONNEL '**

Route To: _____
- _____
- _____

Certified Aides: Nurse, Home Health and Medication

New Waiver Process for Facilities with a Prohibition on Nurse Aide Training and Competency Evaluation

(NATCEP): In May 1997 the Social Security Act was amended to allow the possibility of a waiver of the 2-year prohibition on NATCEP. This would allow a NATCEP to be held in (*not by*) certain nursing homes if these three criteria are met:

- there is no other such program offered within a reasonable distance of the facility (defined as within ½ hour of the facility);
- through an oversight effort, an adequate environment exists for operating the program in the facility; and,
- notice of such determination and assurances will be provided to the State long-term care ombudsman.

In absence of Final Federal Regulation, the HCFA regional office in Kansas City put together a task force to develop criteria for interpreting the law for granting a waiver. In order for Kansas to meet the new criteria, the current exception process was modified.

As before, the application must be submitted by an eligible sponsor, but now the form has two parts. One is filled out by the facility, the other by the sponsor. Both are submitted by the eligible sponsor with an Application for Approval of Training Course.

New items on the sponsor's section include: describing the process used to determine an adequate teaching/learning environment exists for the course, specifying whether the instructor is an employee of the clinical site and/or course sponsor, submitting the evaluations within 10 days of course completion, providing the instructor and the students information on how to register concerns with the state agency, and agreeing to allow unannounced site visits.

A new requirement for the facility: document that no other courses are available within a reasonable distance. (Note: documentation of current survey status and if the facility is a poor performing facility do not need to be submitted. HOC will verify these internally.)

Requests for Exceptions/Waivers on the old forms have not been accepted since June 15, 1998. For a packet containing the forms and the educational tool, please call Health Occupations Credentialing at 785-296-0056.

New Sponsorship Program: The pilot sponsorship program for Nurse Aide, Home Health Aide and Medication Aide training began in 1996 and is being concluded. Sixteen sponsors participated in the pilot.

No fee for the aide training sponsorship program.

Since the pilot program showed a savings in time and effort, a new sponsorship program for aide training was introduced August 1, 1998. Applications are now being accepted. The program is very similar to the pilot with some streamlining to reduce the paperwork required for the initial application. Course notification is still required just one week ahead of time. Although the department originally anticipated charging for this program, no charge will be implemented at this time. For an application to the sponsorship program, call (785) 296-0056.

CNA Curriculum Revision: The CNA curriculum revision committee met July 24, 1998 to determine the revisions needed and assign sections for rewriting. The committee is composed of the following individuals representing the specified organizations: Kansas Advocates for Better Care, Deanne Lenhart, Lawrence; Kansas Health Occupations Advisory Committee, Janet Klasing RN, Wichita; Leanna Meeks RN BSN, Topeka; Kansas Professional Nursing Home Administrator Association, Gayla Messenger RN, Cunningham; Kansas Health Care Association, Vicki Meyer RN C, Washington; Kansas Association of Homes and Services for the Aging, Pat Rupp RN BSN, Moundridge; alternate, Carolyn Trow RN, Wichita. The committee will review the revisions, make changes, and circulate the curriculum to associations, the state board of nursing and other interested individuals to review for major discrepancies and feedback for future revisions. The target date for completion of the curriculum is October 26, 1998.

Medication Aide Update Changes Coming in January

1999: HOC is changing the procedures for submission of CMA Update rosters. The **current procedure** is as follows: instructors send in the roster and an update certification form for each name on the roster. Thirty days prior to the expiration date, HOC sends an application to the aide. The aide returns the application with the \$10.00 fee, then HOC issues the certificate directly to the aide.

Instructors will send the update certification forms, roster and the fees beginning in Jan. 1999.

Beginning January 1999, the **new process** will be as follows: the instructor will send in the roster, update certification forms **and fees**, for each student on the roster. Then, two weeks prior to the expiration date, HOC will send the certificate to the aide using the address submitted on the update certification forms. This must be a current mailing address, and HOC must be informed of any changes to this mailing address.

Criminal Background Check (CBC) Update: With the program up and running, HOC is currently receiving an average of over 150 requests per day. HOC expects this number to drop slightly after initial compliance, but does anticipate over 38,500 requests annually. To date, HOC has received over 18,300 requests. These requests represent 70% of adult care homes and 50% of home health agencies being in compliance with the July 1, 1998 deadline. For a list of prohibited offenses, contact HOC at (785) 296-0056 or access it through the Internet at: www.state.ks.us/kdhe/hoc/offenses.html.

60-Hour Medication Aide Clinical Sites: A new regulation interpretation (98-02) was issued which states that any adult care home can serve as the clinical site for the 60-Hour Medication Aide course if they make provisions to assure that all aspects of the required clinical experience are met. This may require more than one facility serving as the clinical setting. Provisions for more than one clinical site must be included on the course approval application. By definition, adult care home includes assisted living, residential health care, home plus, boarding care homes and intermediate care facilities for the mentally retarded.

Nurse Aide/Home Health Aide Exam Dates: The date listed as "*exam date preference*" on the course application is intended as just that - a preference. Inclusion of this date on the course application does not indicate that your students will be guaranteed to test on that date. To decrease confusion, HOC recommends leaving that date blank. Scheduling of students to test is done from the rosters in the order in which they are received by HOC. This means that getting your roster in to HOC on the first date of class and/or three weeks prior to the test date is a **very good** idea!

In-Active Nurse and Home Health Aides: In order to change the status of an aide on the registry, there are two options. **Option 1:** Submit a notarized employment verification form to HOC. The form is verified by the employer of the nurse aide where the aide has been actively employed doing nursing or nursing related duties. HOC will change the status on the registry to active for two years from the last verified date of employment. **Option 2:** If the aide has not worked in nursing or nursing related duties in the past two years, then a notarized skills checklist for employment verification must be submitted. The nurse aide must demonstrate each skill satisfactorily on a resident in order for the aide to be returned to active status on the KNAR. Also, remember that if a medication aide's nurse aide certificate is inactive, then the CMA is not able to work either. Please use one of the two methods above for returning the CNA to active status.

Certification results for FY 1998: HOC certified over 4,400 nurse aides, over 1,060 home health aides and recertified 1,923 medication aides in FY 1998. In addition, there were 23,770 inquiries to the Kansas Nurse Aide Registry.

CNA TEST 2: Form 2 of the CNA test has been updated and will soon be in use.

Licensure: Adult Care Home Administrators, Dietitians, Audiologists and Speech Language Pathologists

Renewal of Audiology and Speech Language Pathology Licenses: The change to a common renewal date is well under way. The first large group (over 900) will be renewing their licenses by October 31, 1998. Several efforts have been made to alert the licensees to the criticality of this deadline. In order to make renewal of licenses run as smoothly as possible, renewal applications were mailed to the licensees three months earlier, on August 1, 1998.

Fifty Minute Hours: HOC has decided to allow a minimum of 50 minutes (exclusive of registration, breaks and meals) to count as an hour of contact time for both prior approved and subsequently approved programs in continuing education. We hope that this helps when outside speakers are brought in and have a schedule using a fifty minute hour.

Licensure results for FY 1998: In FY 1998, HOC renewed over 610 Speech Language Pathologists and Audiologists, over 385 Dietitians, and 356 Adult Care Home Administrators.

Miscellaneous

HOC Scheduled to Move: HOC will be relocating to the Landon State Office Building. The relocation should be complete between October and November 1998. It is anticipated that phone numbers for HOC will remain the same, but the fax number will not. We anticipate our new address to be: HOC, LSOB Suite 620, 900 SW Jackson St., Topeka, KS 66612. Further information about the change of address will be provided as available. Keep watching our web site for the latest.

After the move sometime in Oct. or Nov., it is anticipated that telephone numbers will remain the same, but the fax number will not.

HOC on the Web at: www.state.ks.us/kdhe/hoc (Please note the slightly different web address.) Staff have recently been putting more forms and information on our web site. All the forms can be "downloaded" using a free copy of Adobe Acrobat which is available through our web site just click on "Adobe Acrobat Reader," and it will walk you through the necessary steps.

To view a listing of information available on our web site click on "Information Resources." Currently available are: the new *exam schedule* for nurse aide and home health aides, *application for approval of training course* for aide courses, *instructor application*, *CNA employment verification Q&A*, *program application for prior approval of education clock hours* for licensure, the *June 1997 Update* and *May 1998 Update*, *criminal background check request form* and *criminal background check Q&A*.

The web site also details the purpose and background of HOC, staff members and their phone numbers, prohibited offenses checked under the CBC program and links to other related sites. Keep watching for more helpful information in the near future.

E-Mail: With the advent of the web site, HOC now has e-mail! Please use the following format for any staff member: use their first initial and first six letters of their last name, i.e., "kpelton" then add "@kdhe.state.ks.us" to that. Staff are being encouraged to use e-mail to communicate. **HOC cannot accept any documents requiring a fee or original signature over the Internet.**

HOC Procedures and Forms Presentation: These presentations were such a hit in July that we decided to do another one! The presentation will cover current use of forms and procedures. They are geared toward present or future INSTRUCTORS, COORDINATORS and SPONSORS. The presentation will be held in Topeka on November 10, 1998 from 1:00-3:00 p.m. at Kaw Area Technical School, 5724 Huntoon, in the Basement Testing Center in A Building. Come and join us!

Operator Courses: We currently have seven approved sponsors for the operator course. Sponsors must be one of the following: long-term care provider organization, community college, area vocational technical school, college or university. This course is designed to train operators of assisted living facilities under 61 beds, adult day care, home plus and boarding care homes. If you are needing a course or would like to be a sponsor, please call (785) 296-0056.

Comings and Goings: A new staff member has been hired since the last *Update*. Steve Irwin has been hired as the Coordinator of the Criminal Background Check Program. His duties will include oversight of daily operations and policy and procedure development for conducting background checks within the established parameters. Pat Dismukes, long-time administrator of the adult care home administrator licensure program and the licensure of Dietitians, Speech-Language Pathologists and Audiologists has retired. Best wishes to Pat in her new-found leisure time.

How are we doing? Attachment A on this edition of the *Update* is a reader survey. Please take just a few minutes to fill it out and send it back to us. We are constantly trying to improve our customer service, and this will greatly enhance our efforts.

Let us know how we are doing! Fill out the reader survey attached to this Update. Thanks!

How to Reach HOC? Customer service is important to HOC. For the best possible response to questions, use the phone numbers listed below to reach the person who can best answer the question.

Questions or Inquiries about:

- ' initial license for SLP/A and Dietitians, license renewal, reinstatement, or verification? Or the health occupations credentialing act? - Marla Rhoden: 785-296-6647.
- ' sponsorship programs, course approval or continuing ed. for licensees? - Heidi Collins: 785-296-6796.
- ' test scheduling for aides? - Betty Guffey: 785-296-1250.
- ' medication aides or challenging an aide test with higher education? - Kelly Schreiner: 785-296-0060.
- ' instructor approval, interstate or reciprocity for aides? - Dolores Staab: 785-296-0059 after 3:00 p.m.
- ' initial license/exam for ACHA, education policy? - Martha Ryan: 785-296-0058.
- ' criminal background check program? - Steve Irwin: 785-296-8628.
- ' having our forms on disk? Or have an open records request? - Brenda Nesbitt: 785-296-1284.
- ' our forms or not sure who to call? - Kyle Pelton: 785-296-0056.

Want to see our web site? Check out: www.state.ks.us/kdhe/hoc

Need to fax HOC? Our number is 785-296-7025 (until we move).

Need to mail to us? (Accurate until October/November. See article above.)

Health Occupations Credentialing
Mills Building, Suite 400-B
109 SW 9th Street
Topeka, KS 66612

New address after the move:

Health Occupations Credentialing
Landon State Office Building, Suite 620
900 SW Jackson Street
Topeka, KS 66612